

## Tuition Reimbursement – Certified

GCBC-R3

The Board, recognizing that continuing education for certified staff members makes a vital contribution toward the improvement of and quality of instruction in the classroom, hereby establishes a tuition reimbursement program. Criteria for the program is:

1. Staff members become eligible to participate at the beginning of their second contract year with the district.
2. Either graduate or undergraduate hours may be taken.
3. Course work must be in the field in which the staff member is employed or taken at the request of the district.
4. A total of **TWELVE (12)** semester hours of enrollment are eligible for reimbursement during any fiscal year. A total of **three (3)** credits is the limit per each semester of the school year.
5. Tuition will be reimbursed at the starting rate of \$100 per semester credit hour, or the actual cost of tuition if the cost is less than \$100.
6. If federal funds are available for master level courses, an additional \$200 per credit, capped at a total of \$300 per credit, can be approved for multiple certification endorsements or concurrent/dual enrollment.
7. If staff members participate in more than one district reimbursement program, the maximum reimbursement is limited to the actual cost of tuition.
8. Reimbursement shall be made upon transcript verification of credits earned.
9. All courses subject to reimbursement must be approved by the superintendent PRIOR to enrollment.
10. All applications for tuition reimbursement must be fully completed, course work completed and transcript verification and a receipt presented to central office, within six (6) months of the beginning date of the approved class(es) in order to be processed for payment.
11. If extenuating circumstances exist, a staff member may petition for an extension of time in order to complete the process. However, if no petition is received, all applications will be terminated and destroyed after the established time limit.
12. Tuition reimbursement is a financial investment CCSD#1 is willing to provide its employees. It comes with the understanding that staff members who receive this benefit will honor the district's commitment to their professional growth. CCSD#1 may require a three-year commitment for individual courses and degrees. Employees who chose to leave the district may be required to repay a portion of the tuition reimbursement. A recommendation for the repayment amount will be determined by the superintendent for approval by the Board.

Effective:	July 1, 1992
Revised:	May 23, 2002
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